Identify key questions you might use in your collaborative conversation.

|  |  |
| --- | --- |
| **Key Areas** | **Observation Notes** |
| * Purpose of the Coaching Conversation | * As you plan to fill this new vacancy,  1. how will you change the role of the person who will fill this position to better fit current needs? 2. how will you help prepare the best candidate to fill this position as you want it filled? |
| * ***O****bjective Questions* * The “what” * Invitation to the conversation | * What duties that were performed by the resigning employee will you need/want to keep in the new job description? * What additional duties will you need to add to the new job description? * What specific characteristics in a candidate are you looking for that don’t appear in the new job description? |
| * *Reflective Questions* * The “what about the what” * Emotional | * What most concerns you about the candidate that you think is the most qualified? |
| * ***I****nterpretive Questions* * The “so what” * Brainstorming | * What specific information will you need to share with this candidate before the hire to be sure this person understands and agrees to the role they will fill? |
| * ***D****ecisional Questions* * The “now what” * Identifies specifics “next steps” to be taken | * What does the new job description look like that you have decided on? * What information will you be sharing with the chosen candidate before the job offer is made? |
| * *Based on the Decision, what are the responsibilities of the administrator?* | * To complete a new job description that clearly delineates all responsibilities of the new position. * To prepare an information sheet with additional information that the administrator wants to share with the chosen candidate before the job offer is made. * To meet with the candidate to share the information. |
| * *Based on the Decision, what are my responsibilities?* | * To provide feedback to the administrator on the job description. * To provide feedback to the administrator on the additional information to be shared. * To participate in the meeting with the administrator and the chosen candidate before the job offer is made. |

**Reflection on the Collaborative Conversation**

**Name: Kenn Wathen**

**Date: 12/4/09**

**Reflect on the collaborative conversation you completed with the administrator:**

**What impact did planning for the conversation, including the development of the ORID questions, have on the coaching conference itself?**

The planning and question development made the coaching conference much more efficient and more productive.

**What was most challenging for you during the conversation? Most pleasing?**

Trying to keep the administrator moving through the brainstorming process rather than allowing him to deliberate on each thought.

Most pleasing was the administrator’s perception of this process. He thanked me at least 3 times for going through this process with him.

**What might be some things you would do differently/the same in your next conversation?**

I plan to specifically review the brainstorming process with him as we begin our conversation to encourage him to generate the ideas first and then go back and analyze them rather than analyzing each idea as it is generated.

**What techniques will you specifically address in your next coaching conversation?**

As I reviewed the Summary of Tools for Effective Coaching, I believe I used each tool well in this coaching conversation. I will keep these tools/techniques in mind as I approach the next coaching conference.